



**Seasonal Dispatcher
Northeast Region
Recruitment # 2007-03-OA2NE**

AGENCY MISSION AND CHALLENGE:

The mission of the Department of Natural Resources (DNR) is to provide professional, forward-looking stewardship of our state lands, natural resources, and environment. DNR provides leadership under the Commissioner of Public Lands, an elected official, in creating a sustainable future for the State Trust Lands.

At the DNR, we envision a future in which our human and natural environment provides abundant and diverse social, ecological, and economic benefits for the people of Washington, in this and all future generations. In acting to ensure the vision, we ensure sustainability.

DNR manages over 5 million acres of state-owned land that includes forest, range, commercial, agricultural and aquatic lands. Since 1970 DNR-managed lands have generated \$6 billion that support public schools, state institutions and county services. These lands also provide public benefits that include fish and wildlife habitat, clean and abundant water and public access to outdoor recreation. The DNR operates with a biennial budget of approximately \$400 million and has over 1300 employees. For more information about the department, see the DNR website at www.dnr.wa.gov

Job Classification:	Office Assistant 2
Type of Position:	This is a non-permanent position expected to last 4.5 months.
Monthly Salary Range:	\$1915 – \$2415
Benefits Package:	Sick leave and paid holidays
Posting Date:	March 9, 2007
Closing Date:	March 31, 2007
Location:	Colville WA

POSITION PROFILE

This position assists in the various functions within the communications/dispatch unit, primarily wildland fire dispatching. Responsibilities include dispatching of resources, including aircraft, radio operation and communications, computer data entry, completion of reports, disseminating rules and regulations to field personnel and public, maintenance of reference manuals and handbooks, organization and filing of documents to include archiving.

REQUIRED POSITION QUALIFICATIONS

- High school graduation or equivalent;
- One year of clerical experience;
- Ability to effectively work within a team environment, building constructive working relationships;
- Ability to manage multiple workloads, adept at multi-tasking;
- Excellent communication skills, both written and verbal, with active listening and ability to clarify situations, and effectively communicate with a diverse clientele, internal and external to the organization;
- Proficient computer skills with ability to perform complex word processing/spreadsheet tasks using various software such as Word, Excel, Wordperfect;
- Willingness and ability to work in a high pressure environment, work overtime on short notice and accept varying work schedules/shifts;
- Ability to effectively read, comprehend, interpret and explain rules/regulations, policies/procedures;

DESIRED POSITION QUALIFICATIONS

- Excellent customer service skills;
- Adaptable to changing needs/flexibility
- Initiative to respond to opportunities to resolve problems, achieve goals, willingness to “go the extra mile”;
- Actively works to continuously improve job effectiveness

SPECIAL POSITION REQUIREMENTS AND WORKING CONDITIONS

- Work is performed within a dispatch office environment where frequent interruptions, multi-tasking and stressful conditions are routine. Dispatch is a high pressure environment.
- Working weekends holidays and long hours on short or no notice is required.
- Must be at least 18 years of age at the time of hire.

WHO MAY APPLY

This recruitment is open to anyone who meets the required qualifications for this position.

APPLICATION PROCESS

To be considered for this position please submit:

- A letter of interest describing how your experience and qualifications relate to the job profile and the required and desired position qualifications. Indicate in your letter of interest how you learned of this opportunity.
- A completed application – www.dnr.wa.gov/jobs/stateapp.doc
- An online voluntary [Applicant Profile Questionnaire](#).

The first screening will be based on information contained in your letter of interest and your state application.

Submit all materials by the closing date to:

Electronic method preferred	OR other method
stacey.eslick@dnr.wa.gov	Stacey Eslick POB 190 S. 225 Silke Rd. Colville, WA 99114 (509)684-7474 Fax (509) 684-7484

NOTE: Please indicate Seasonal Dispatcher, Recruitment #2007-03-OA2NE in the subject line of your e-mail.

By submitting the application materials you are indicating that all information is true and correct to the best of your knowledge. You understand that the state may verify information and that untruthful or misleading information is cause for removal from applicant pool or dismissal if employed.

Questions? Please contact Stacey Eslick at (509) 684-7474 or e-mail us at DNRrecruiting@wadnr.gov.

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